

SEMHAC Needs Assessment

January 26, 2004 Minutes

Present: Brenda Stimson, Co-Chair, Jonsea' Nelson, Co-Chair, Waymond Burks, Terry Lerma, Keith Meeks, Denice Nixon (for Dr. Trent), Marsha Polsinelli (for M. Waldman)

Absent: Mallory Waldman (excused), Dave Perkins (excused), Deb Sloss (excused)

Guests: David Kuttner, Valerie Freeman, Paula Wilson

Staff: Sandra Cavette, Kamau Akinyele

Jonsea Nelson, Brenda Stimson
Co-Chair

1/27/09
Date Reviewed

Topic	Discussion	Action	Responsibility	Due Date
Recording Secretary	Marsha Polsinelli			
OLD BUSINESS				
Reports from last meeting	Brenda Stimson attended the Case Manager's Community Case Conference meeting on Jan 12, 2004. Case mgr's receptive to the survey and the proposed protocols to hand out surveys to In-care clients.	Proceed as planned with utilizing RW funded Case mgmt agency to dispense surveys and inventives as outline in the protocols.		
	Brenda Stimson also has been in contact with ADAP to see about reaching the outlying PLWHA's through their database. ADAP is unable to assist us with identifying their clients in the counties outside of Wayne and City of Detroit.			

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Other resources	WSU-DMC clinic may be another source of reaching clients who may not use case mgmt services. Renee' Boston is SW. Brenda will discuss with her on 1/27/04.	1/27/04 Meeting with Renee' at WSU-DMC ID clinic. Will participate and will ask clients not receiving case mgmt services to fill out a survey. They are requesting 20 surveys.	Brenda Stimson	
Assigning remaining County Leader slot	there were no volunteers at the table (all had jobs assigned to them) to head up the event methodology in Wayne County.	to call absent members to oversee Wayne County (not city of Detroit)	Jonsea Nelson	2/2/2004
Assigning Leader for Focus groups	data from last year maybe be used for comparison. Leaders need to designate 2 more volunteers to work on focus group portion. 2 hour training session will be planned for Keith, Waymond and Co-chairs. This sub-committee can proceed ASAP, start arranging locations and finding PLWHA's interested in participating.	Keith Meeks and Waymond Burks volunteered.		
Re-assigning a leader for Oakland County	Since Keith is heading focus groups, we need another volunteer to take over Oakland County.	Marsha Polsinelli and Mallory Waldman volunteered.		

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General Advertising	Need committee member to work with Marketing and Media Chair; Torrence Hucks.	Keith Meeks and Jonsea Nelson are already on this committee. They will work with Torrence to set-up our NA assessment announcement to as many as possible media avenues.		
County Advertising	County Leaders are responsible for advertising in their counties to advertise their dates/times/locations for survey participation.	Everyone needs to pitch in and post flyers in their communities.		
Provider survey Sub-committee	need volunteer(s) to see that provider surveys are mailed and follow-up with a call if we did not receive it back	Paula Wilson and Valerie Freeman volunteered.		
Outreach sub-committee	Volunteer is needed to head up this sub-committee. To ask outreach organizations for their participation by allowing volunteers/committee members to ride along and complete surveys with PLWHA who are not in care or not receiving CM services.	Denice Nixon volunteered but would like to work with another person. She will contact Liz Dawsey to see if they can work together. Jonsea' Nelson will assist when possible.		
Advertising flyer	we will use Houston's version with some changes. Agreed that the incentive portion be moved to top and made larger. Add dollar signs and maybe an AIDS ribbon.	Brenda Stimson will make the specified changes and provide copy at next meeting		2/2/2004
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Posters	we will take the flyer and produce 25 large size posters that can be reused by using removable labels to change locations/dates/etc.	once flyer is approved at next meeting, Brenda will send copy to Kamau who will ask DHD printing dept to find out how long it would take.		2/2/2004
Potential site letter	Deferred. Co-Chair has forgotten to bring with her. Will be available at the next meeting.			2/2/2004
New Business				
Materials for the County Leaders.	Brenda has requested from MDCH Epi dept to provide breakdown of PLWHA by county and by zip code. This will help us decide what areas we want to target in our county. Oakland County data was not available. Need permission from city Mayors to release this info. Was told that in Oakland County, we need to focus on Pontiac and Southern Oakland County.	Zip codes by county and map of county zip codes given to each County Leader. No Zip code map available for Lapeer or Monroe (Need phone books from these areas to get a good map)		
Enlisting H.E.L.P. to help	HELP has a new Director, Anthony Williams. Keith wanted to ask them to help us with surveys. Discussion ensued. Many clients getting HELP or Wellness house services are also in case mgmt. We don't want to cause double-dipping of data or pass out more than one incentive per person			
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RECAP	<p>This year's NA process is focusing on reaching those in the outlying counties (exlcuding City of Detroit) and persons who know their status and are not in care. We already know that we can find those persons in-care by utilizing the case mgmt agencies. At our last meeting the committee decided on the sample size needed from each county. They are:</p>	<p>Lapeer (1) Macomb (36) Monroe (3) Oakland (107) St. Clair (6) Wayne (98) Detroit (439) these are our sample sizes. obviously, if we can get more - great!</p>		
RECAP	<p>Detroit only needs 440 surveys. The plan is to divide this number between the case management agencies and hopefully, with a longer collection period (3-4 months), we should be able to collect this from the Detroit area. The county events serves two purposes: collect data from in-care who may not have case mgmt services in Detroit and to find those who know their status but are not in care.</p>			
Report from WSU Consultant	<p>Protocols will be emailed/snail mailed to committee members for review. Please call/email David with comments, additions, etc. Does it make sense?</p>		Everyone!	2/2/2004
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Plan for next meeting	finalize/approve the protocols and adjourn to get to work!		Everyone!	
other notes	IF YOU NEED HELP - PLEASE ASK THE CO-CHAIRS OR ANY OTHER MEMBER FOR ASSISTANCE! WE'RE ALL IN THIS TOGETHER. I KNOW THAT WE CAN PRODUCE THE BEST NEEDS ASSESSMENT REPORT FOR DETROIT.			
recap of Sub-committee leaders	Focus Groups: K. Meeks & W. Burks Provider: V. Freeman & Paula Wilson Outreach: Denise Nixon & ? (TBD) Wayne County Leader: (TBD) Lapeer: D. Sloss St. Clair: D. Perkins Macomb: J. Nelson Monroe: B. Stimson Oakland: M. Polsinelli & M. Waldman City of Detroit: T. Lerma & J. Nelson	Each person will have protocols for them to follow. They will be approved at the next meeting on 2/2/04. thereafter, we will expect written reports at each meeting date from each sub-committee starting on 2/16/04.		
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Next Meeting Date	Monday, February 2, 2004. Room 420-B, DHD	Please attend	Everyone!	

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Committee Process Check	12/15/2003 meeting	1/5/2004 meeting	1/26/04 meeting	
The meeting objectives were clear	Yes: 80%, NI: 20%	Yes: 60%, Needs improvement: 40%		
We accomplished our meeting objectives	Yes: 60%, Needs improvement: 40%	Yes: 60%, Needs improvement: 40%		
I understood the information presented and discussed during this meeting	Yes: 100%	Yes: 80%, Needs improvement: 20%		
I felt comfortable with the process of information sharing, discussing and voting	Yes: 80%, Needs improvement: 20%	Yes: 60%, Needs improvement: 40%		
The environment was safe for me to speak when (or if) I wanted to speak	Yes: 100%	Yes: 80%, Needs improvement: 20%		
I felt others were listened to when they spoke	Yes: 100%	Yes: 60%, Needs improvement: 40%		
I felt the meeting discussion stay on topic	Yes: 80%, Needs improvement: 20%	Yes: 60%, Needs improvement: 40%		
I felt that the meeting pace was reasonable	Yes: 100%	Yes: 80%, Needs improvement: 20%		
I learned something new during this meeting	Yes: 80%, Needs improvement: 20%	Yes: 80%, Needs improvement: 20%		
this meeting was a success	Yes: 100%	Yes: 40%, Needs improvement: 60%		